

Policy: PAc-6

Subject

Membership on Graduate Faculty

Approval Date: 07/01/85

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Technical Change: 11/06/95

**PURPOSE:** To outline the criteria and procedures for appointment to the graduate faculty.

#### CRITERIA FOR

**FULL MEMBERSHIP:** The following criteria must be met to be considered for Full Membership on the graduate faculty:

1. ~~An earned terminal degree as defined in PAc-1, in the appropriate teaching discipline from an accredited institution.~~ An earned terminal degree as defined in PAc-1 in the appropriate teaching discipline or, in the absence of this degree, an exceptionally high level of scholarly productivity,

competency, and experience as determined by the tenured faculty and chair of the department.

2. Competency in teaching and for directing student research/creative productions at the graduate level as determined by the tenured faculty and chair of the department.
3. Evidence of research and/or creative productions within the last five years as determined by the tenured faculty and chair of the department.
- ~~4. A departmental teaching need at the graduate level (500- or 600-level courses).~~
- ~~5. Associate membership for at least one year at Morehead State University.~~
4. A first-time Graduate Faculty member may be given a probationary status, not to exceed one year in length, by a majority vote of the tenured faculty members or by request of the chair of the department. A final recommendation regarding membership on the Graduate Faculty shall be made by the tenured faculty members and chair of

the department at the end of the probationary status.

5. Membership on the Graduate Faculty shall be for a five year period of time and must be reconfirmed at that time by the tenured faculty and chair of the department.

**CRITERIA FOR  
ASSOCIATE**

**MEMBERSHIP:** ~~\_\_\_\_\_ The following criteria must be met to be considered for Associate Membership on the graduate faculty:~~

- ~~1. \_\_\_\_\_ An earned terminal degree as defined in PAc-1 in the appropriate teaching discipline or, in the absence of this degree, an exceptionally high level of scholarly productivity, competency, and experience as determined by the University Graduate Committee.~~
- ~~2. \_\_\_\_\_ Potential for competency in teaching and for directing student research/creative productions at the graduate level.~~

- ~~3. Evidence of research and/or creative productions within the last five years.~~
- ~~4. A departmental teaching need for 500-level graduate courses.~~
- ~~5. In the absence of available graduate faculty with Full Membership, the Associate Member may teach 600-level courses, if he/she is recommended by the departmental graduate faculty, department chair, and the college dean as being highly competent in the teaching discipline, with the approval of the Dean of Graduate and Extended Campus Programs.~~
- ~~6. All Associate Memberships shall be one academic year appointments.~~

## APPOINTMENT

### PROCEDURE:

The following procedure shall be used for nomination and review of candidates:

- ~~1. When the department chair of an academic department determines that he/she needs to assign a graduate course to a faculty member who~~

~~is not already a full member of the graduate faculty, he/she shall seek the recommendation of the departmental graduate faculty and then shall nominate the individual faculty member for Associate Membership on the graduate faculty either with or without the approval of the departmental graduate faculty.~~

~~2. The department chair forwards the nomination, with supporting documentation (curriculum vitae) to the respective college dean who forwards this with his/her recommendation to the College Graduate Committee. The supporting documentation shall provide evidence of teaching excellence, professional activities, and university/community service.~~

~~3. Upon approval of the College Graduate Committee, the nomination and supporting documentation are forwarded to the University Graduate Committee. If the nomination is rejected, justification shall be provided to the nominee and the department chair.~~

~~4. The University Graduate Committee will make the final determination regarding the nominee's~~

~~appointment as an Associate Member of the  
graduate faculty.~~

~~5. The Dean of Graduate and Extended Campus  
Programs will inform the nominee, department  
chair, respective college dean, and the Executive  
Vice President for Academic Affairs and Dean of  
Faculty of the decision of the University Graduate  
Committee.~~

~~6. The University Graduate Committee must approve  
the appointment of Associate Members at least two  
weeks before scheduled graduate courses begin;  
otherwise, only temporary status may be granted  
for the current semester by the Dean of Graduate  
and Extended Campus Programs.~~

1. When the department chair of an academic  
department receives a written request from an  
individual faculty member applying for membership  
on the Graduate Faculty, the department chair shall  
convene a meeting of the tenured faculty members  
of the department for purposes of making a  
recommendation regarding membership on the  
Graduate Faculty. The tenured faculty members of

the department shall determine by majority vote whether to accept or reject this request for membership on the Graduate Faculty of the department. Upon approval by majority vote of this nomination by the tenured faculty members of the department, the request shall be forwarded by the department committee to the the department chair, who will also accept or reject the request to make the individual faculty member a member of the Graduate Faculty for that department. If the request for membership is approved by the department committee and the department chair, the individual will be accepted as a member of the Graduate Faculty of the department. If the request for membership is not approved by either the department committee or the department chair, then written rationale shall be given to the individual faculty member for declining this request for membership by the department chair. It is the responsibility of the chair to notify the Dean of Graduate and Extended Campus Programs and the individual faculty member of this new appointment to the Graduate Faculty by the department. A faculty member who is not approved for

membership may apply again in the following academic year.

2. If the nomination is rejected by the tenured faculty members of the department, the chair may appoint the individual faculty member to Temporary Status on the Graduate Faculty if a member of the Graduate Faculty is unavailable to teach a previously scheduled course and circumstances will not permit appointment under normal procedures. Temporary appointments are for one semester only and are not renewable.
3. In all other respects, a temporary appointee must meet the qualifications and expectations of a Graduate Faculty member.

#### **TEMPORARY**

**APPOINTMENTS:** ~~When, due to extraordinary circumstances, a member of the graduate faculty is unavailable to teach a previously scheduled course and circumstances will not permit appointment under normal procedures, the Dean of Graduate and Extended Campus Programs may temporarily appoint a faculty member to temporary status on the graduate faculty. Temporary appointments are for~~



~~one semester only. At the time of the temporary appointment, the department chair requesting the appointment must initiate the regular appointment procedure.~~

~~In all other respects, a temporary appointee must meet the qualifications and expectations of a graduate faculty member.~~

~~The Dean of Graduate and Extended Campus Programs will inform all appropriate persons, including the University Graduate Committee, of his/her decision and direct that the procedure for nomination for Associate Membership be initiated.~~

## **REVIEW OF MEMBERSHIPS:**

~~Reviews of membership are made in accordance with the following schedule and principles:~~

- ~~1. Associate Members of the graduate faculty will be reviewed by the appropriate departmental graduate faculty, department chair, college graduate committee, college dean and the University Graduate Committee after the first year of~~

~~membership to determine if an individual should be granted Full Membership on the graduate faculty.~~

~~2. Full Members of the graduate faculty will be reviewed by the appropriate college graduate committee and the University Graduate Committee every fifth year of membership to determine if an individual should continue on the graduate faculty.~~

~~3. In the review process, faculty will be evaluated according to the criteria in the section Criteria for Membership.~~

~~4. In response to the review process, the University Graduate Committee can:~~

~~a. Grant Full Membership to the Associate Member,~~

~~b. Renew Full Membership for five years,~~

~~c. Deny Full Membership to the Associate Member,~~

~~d. Downgrade the Full Member to an Associate Member, or~~

~~e. Remove Full Member from the graduate faculty.~~

~~5. A faculty member may appeal the outcome of the review process to the Faculty Rights and Responsibilities Committee as provided by PAc-18.~~

~~6. The Dean of Graduate and Extended Campus Programs will inform in writing all appropriate persons of the decisions of the University Graduate Committee within 30 working days after the decision.~~

1. Full members of the Graduate Faculty will be reviewed and reconfirmed by the tenured faculty and chair of the department every five years.

2. A faculty member may appeal the outcome of the written request for membership on the Graduate Faculty or the reconfirmation process to the Faculty Rights and Responsibilities Committee as provided by PAc-10.

